

**OFFICE OF HUMAN RESOURCES
PERSONNEL NEWSLETTER**

June 1999

WHAT KIND OF RIGHTS?

Weingarten rights are mandated by law and came to be through an actual case decided by the U.S. Supreme Court in 1975. In that case, management had suspected an employee, named Weingarten, of theft and called the employee in to ask questions. The employee insisted on having a union representative present to help her respond to the questions. The manager refused to allow such assistance. When the employee refused to answer the questions without a representative present, the company fired the employee.

An unfair labor practice complaint was filed and eventually was heard by the Supreme Court. In the decision, the Court determined that if the meeting included both management and a bargaining unit employee, was investigative in nature, and the unit member feared discipline as a result of the discussion, upon request, Ms. Weingarten was entitled to union representation at the meeting. Agencies are required to post annual notices of these rights. The following "Annual Notice of Right to Request Union Representation" satisfies this requirement.

**ANNUAL NOTICE OF RIGHT TO
REQUEST UNION REPRESENTATION
(WEINGARTEN RIGHTS)**

The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 (CSRA) states that:

- (2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at
- (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if
 - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - (ii) the employee requests representation.

Section 7114(a)(3) of the CSRA requires that employees receive annual notice of the rights set forth above. If you have any questions relative to this notice, please contact Lori O. Pietravoia, Personnel Management Specialist, at extension 3-2506.

The three most commonly asked questions, and where to look for quick answers

- 1) I am enrolled in FEGLI, but I don't know what my coverage is? Block 27
- 2) When is my next Within-Grade Increase? Block 42
- 3) I don't remember what health plan I am enrolled in, how can I find out? Block 43

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First Middle)						2. Social Security Number		3. Date of Birth		4. Effective Date						
FIRST ACTION						SECOND ACTION										
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action								
5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number						15. TO: Position Title and Number										
8. Pay Plan		9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary		12. Pay Basis		16. Pay Plan		17. Occ. Code	18. Grade Level	19. Step/Rate	20. Total Salary/Award		21. Pay Basis
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basis Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basis Pay		20D. Other Pay		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization										
EMPLOYEE DATA																
23. Veterans Preference		1 - None 2 - 5-Point				3 - 10-Point/Disability 4 - 10-Point/Compensable		5 - 10-Point/Other 6 - 10-Point/Compensable/30 %		24. Tenure 0-None 1-Permanent		25. Agency Use 2 Conditional 3 Indefinite		26. Veterans Preference for RIF YES <input type="checkbox"/>		
27. FEGLI						28. Annuitant Indicator						29. Pay Rate Determinant				
30. Retirement Plan						31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA																
34. Position Occupied 1 - Competitive Service 2 - Excepted Service		3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status								
38. Duty Station Code						39. Duty Station (City - County - State or Overseas Location)										
40. AGENCY DATA		41.		42.		43.		44.								
45. Remarks																
Block 27 - FEGLI Coverage																
Block 42 - Date of your next within-grade																
Block 43 - Federal Employees Health Benefits (FEHB) Enrollment Code																
46. Employing Department or Agency						50. Signature/Authentication and Title of Approving Official										
47. Agency Code		48. Personnel Office ID		49. Approval Date												

FEGLI

Federal Employees'
Group Life Insurance



OPEN ENROLLMENT PERIOD

April 24 - June 30, 1999

Life Insurance for the New Millennium

www.opm.gov/insure/life/

ALWAYS OPEN SEASON TO JOIN NEBA

NASA's own life insurance program, NASA Employees' Benefit Association (NEBA), has an enrollment drive each year. The last enrollment drive, held in conjunction with a refund of premiums was held October 1998, but you may join NEBA at any time. Please call the Insurance Office (extension 3-2027) or Terry Ross (extension 3-8550) for more information.

NEBA also has a website available on the Agency intranet. The new homepage provides the latest information about NEBA programs and coverage, chapter activities, NEBA contacts, brochures, life and travel insurance rates, and enrollment and claims forms. The website is available on most NASA installation webpages or at:

<http://hro.jsc.nasa.gov/benefits/neba/index.htm>.

EMPLOYEE EXPRESS has added a "General Information" area that provides all users with personnel information explaining the Thrift Savings Plan (TSP), Federal Employees' Group Life Insurance (FEGLI), and Federal Employees' Health Benefits (FEHB). The Employee Express website can be accessed through: <http://www.employeeexpress.gov/main.htm> or through the OHR website: <http://www.grc.nasa.gov/WWW/OHR/next4.htm>

NASA EXTERNAL AWARDS

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at 433-2848, for specific information.

The following is a list of non-NASA External Awards solicitations due this quarter, July to September 1999:

Elder Statesmen of Aviation Award
Executive Excellence Award
Women in Aerospace (WIA) Awards
Mentor Awards
American Astronautical Society Awards
American Institute of Aeronautics and Astronautics
National Space Trophy
Wright Brothers Memorial Trophy
GEICO Public Service Awards
Black Engineer of the Year Award
Lemelson-Mit Prize
Heroism Award
Rowlett Information Systems Security (INFOSEC) Awards
President's Quality Award Program

TSP RATES OF RETURN

If you are interested in finding out what the most current monthly rates of return are for the C, F, and G Funds, you can find them at the following web site:

<http://www.tsp.gov/rates/index.html>

EMPLOYEE SUGGESTION PROGRAM

The Suggestion Program is an important part of the Center's Incentive Awards Program. It is intended to recognize and reward employees, either individually or collectively, for ideas which, if adopted, contribute to increased productivity, economy, and effectiveness in carrying out NASA or Government programs. As an employee of this Center, you are empowered to make suggestions to change and improve Center operations.

If your suggestion is eligible, it will be evaluated by the appropriate organization. If adoption of your suggestion is recommended, the Suggestion Committee will investigate it. Even if your suggestion is not recommended, it provides valuable information to the reviewing organization.

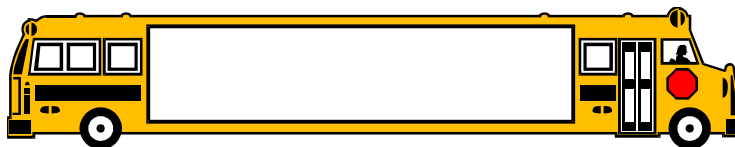
The next time you and/or a group come up with an idea which will contribute to increased productivity, efficiency, or economy, submit it on an "**Ideas at Work**" form (NASA C-9034) (Rev 05/99) and send it to the Awards Office, M.S. 500-314. Forms are available at the following site: <http://www.grc.nasa.gov/WWW/OHR/next6.htm>, or via the NASA Forms tab in Microsoft Word on the PC, Mac, and Wincenter Pro servers. The templates are accessed in Word by selecting "File" and then "New."

These forms may be filled out online, and all have been automated with macros.

If you have any questions about the program, please call Jennifer Cyrill, extension 3-2848, or Terry Ross, extension 3-8550.

LEARNING CENTER OFFERS WINDOWS 98 TRAINING

The transition to Windows 98 for all GRC computer systems began earlier this Spring. The Learning Center now has Windows 98 self-study training available to help you understand the differences from Windows 95 and the new features of Windows 98. You can choose from a variety of formats (CD ROM or video) and levels (beginning through advanced and technician level)...whatever fits your needs best. Descriptions of the specific programs and information on how to apply can be found on the Learning Center web site: <http://www.grc.nasa.gov/WWW/LC/win98.htm>.



The Learning Center offers self-study training in many topic areas for you to use on-site or to check out for use at home or in your office. In addition, we offer the following services to you and your organization at no cost:

The Learning Channel (GTV 7)

<http://www.grc.nasa.gov/WWW/LC/schedule.htm>

On-line versions of all our catalogs

<http://www.grc.nasa.gov/WWW/LC/catalogs.htm>

Support for Diversity Dialogue Sessions

<http://www.grc.nasa.gov/WWW/LC/dds.htm>

Course Selection Consultation

<http://www.grc.nasa.gov/WWW/LC/consult.htm>

What's New in the Learning Center!

http://www.grc.nasa.gov/WWW/LC/new_crs.htm

For more information on all the Learning Center has to offer, see our home page at:

<http://www.grc.nasa.gov/WWW/LC/>

The Learning Center is located in Building 21, Room 3

Hours: 7:30 - 4:30, Monday - Friday

433-2996/2997

HUMAN RESOURCES FORUMS

Over the next several months, the Office of Human Resources will be presenting a series of Human Resources Forums. The forums will focus on specific human resources management subjects and are designed to increase employee and supervisor understanding of these programs, their provisions, entitlements, and requirements. The sessions will generally be 1 1/2 to 2 hours in duration.

The specific dates, times, location, and comprehensive details of each session will be provided by the Organization Development and Training Office.

Scheduled forums to date are:

June	Employee Relations/Employee Assistance	October	Compensation: (Classification/Recognition/Awards)
July	Dual Career Ladder	November	Suitability
August	Workers Compensation Program	January	Performance
September	Competitive Placement	February	Suggestion Program
October	Merit System Principles and Prohibited Personnel Practices		

Keep this posted as a handy reminder for you to sign-up and attend these sessions as they become available.

QUESTIONS FOR THE OFFICE OF HUMAN RESOURCES

Beginning with our next issue, the Office of Human Resources would like to invite you, the employees of the Center, to submit human resources related questions for which you want answers. Questions should be of a general nature that would be of interest to a large number of employees. We would select one of two questions for each issue of the newsletter and provide a written response. Questions can be submitted at the following website:

<http://www.grc.nasa.gov/WWW/OHR/Newsletter/feedback-new.htm>.

COMPENSATORY TIME OFF IN LIEU OF PAID OVERTIME

The criteria for receiving compensatory time off in lieu of paid overtime has changed. Compensatory time off now applies to WG employees as well as GS employees.

“Compensatory time off” is an absence granted from an employee’s scheduled tour of duty in lieu of payment for an equal amount of time spent in irregular or occasional overtime work which has been officially ordered or approved.

Exempt employees – Exempt employees whose rate of basic pay is at or below GS-10, step 10, are paid for any overtime work which has been approved. However, compensatory time in lieu of paid overtime is granted when requested by the employee unless it is determined that the work situation is such that the granting of compensatory time off is not practicable.

As a general rule, GM and GS employees whose rate of basic pay exceeds GS-10, step 10, are required to take compensatory time off in lieu of pay for irregular or occasional overtime worked. However, overtime may be

paid when it is determined the work situation is such that compensatory time off is not practicable.

Compensatory time must be used not later than the end of the seventh full pay period following the pay period in which it is earned. However, for cogent reasons, exceptions to the seventh full pay period limitation may be authorized, in writing, by the Directors Of or their designee. Employees who fail to take authorized compensatory time off before the time limit or authorized extension expires lose their right to both compensatory time off and overtime pay.

Nonexempt employees (GS and WG) – Nonexempt employees can earn compensatory time in lieu of paid overtime at the request of the employee and with the advance approval of the supervisor. The employee has seven pay periods in which to use compensatory time earned. After seven pay periods, the employee will automatically be paid for any unused compensatory time at one and one-half times the employee’s basic hourly rate of pay in effect for the work period in which it was earned.